

ILLINOIS CENTURY NETWORK

**SEPTEMBER 17, 2003 POLICY COMMITTEE MINUTES**

**Submitted for:** Action

**Summary:** Distribution of the September 17, 2003 minutes for review by the Policy Committee.

**Action Requested:** Adoption of the September 17, 2003 minutes.

**Recommended Motion:** *The ICN Policy Committee adopts the September 17, 2003 minutes with any edits as noted.*

## ILLINOIS CENTURY NETWORK

### SEPTEMBER 17, 2003 POLICY COMMITTEE MINUTES

The meeting was called to order by Mary Reynolds.

Members present: Mary Reynolds; Jean Wilkins, Illinois State Library; Bruce McMillan, Illinois State Museum; Joe Cipfl, Illinois Community College Board; Dan LaVista, Illinois Board of Higher Education; Brian Foster, Illinois Hospital Association; Lugene Finley, Illinois State Board of Education; Alan Burgard, Illinois Department of Central Management Services; Jay Carlson, Illinois Department of Central Management Services; and Marianne Stanke.

Other guests in attendance: Tony Daniels, Consultant; Richard Wansley, Illinois Health Education Consortium; Neil Matkin, Lori Sorenson, Cindi Hitchcock, Kirk Mulvany, Karlin Sink, and Jessica Just all from the Illinois Century Network. Other members of the general public, vendor representatives, and State agency members were present.

#### 1. Policy Committee Minutes

Staff requests the adoption of the September 17, 2003 meeting minutes.

Motion: Joe made the motion; Bruce seconded.

Joe moved that the ICN Policy Committee adopt the September 17, 2003 minutes with any edits as noted. (No edits were noted.)

#### 2. Announcements

Mary welcomed the new members, Jay Carlson, Alan Burgard, Roderick Frazier, Marianne Stanke, and Scott Kennedy, to the policy committee. Mary also noted the need to obtain clarification on which constituent group each new member represents, as called for in the ICN legislation. She also reminded the new member they should identify a designee in the event they are unable to attend a meeting.

#### 3. Remarks

Neil announced that Rebecca Dineen, who had served as secretary to the Policy Committee, has left the ICN to pursue other opportunities. Jessica Just was introduced. Jessica, ICN Human Resources Officer, will attend the meetings as interim secretary until other arrangements are made. Neil asked Jessica to distribute the budget reports for FY03 and FY04, as well as the current record of accounts payable. Mary asked about the status of the e-rate funding. Lori Sorenson indicated that the past year funds have not yet been received in full, but the funds for future funding years are on schedule. Mary asked if there were concerns about the past year's funding not being received at all and Lori

responded that she anticipates that all funds will eventually be received. Due to the uncertainty of when the funds will be received, the e-rate funds will not be included in the budget. In the future, e-rate funds will be incorporated into the budget upon receipt.

Neil indicated that the 2003 report of the Advanced Engineering Task Force had been mailed to all ICN constituents. The eLearning report of the Illinois Online Leadership Council will be mailed in October. Mary asked if there had been any nominations for a new chair for the AET and Neil indicated that no new names had been brought forward.

#### 4. Transition Update

Neil reported that he and Lori had met with Alan Burgard and Jay Carlson to discuss transition items such as personnel, procurement, etc. Meetings will occur on a bi-weekly basis to continue the discussions and work through the transition. Neil also reported that CMS had hired consultants to meet with ICN staff, and while the consultants had spoken with staff on several occasions, no feedback had been received by the ICN. All personnel items have been placed on hold.

Mary asked if anything had been done to notify constituents of the transition. Neil responded that nothing had been done yet. Early fall is the time of year that the ICN would normally conduct regional meetings to discuss cost recovery and provide updates on the network and services. In lieu of the meetings, ICN will draft a letter recommending level funding for cost recovery and to also inform constituents of the transition. Receiving the cost recovery information at this time of year is critical as it helps constituents with the assessment of their technical needs and make local budget decisions. When the draft is complete, it will be shared with CMS for approval.

Mary asked if new constituents were still coming on to the network in light of the uncertainty based on the transition. Kirk Mulvany explained that while the number of new constituents continues to increase, the rate of growth is not at the same level as last year. Kirk indicated that it was difficult for staff to encourage institutions to commit to telecommunication contracts, of any length, when there is so much uncertainty about the future of the ICN. Brian Foster agreed with Kirk, indicating that it was impacting his work to connect all of the hospitals to the ICN.

Mary asked if there were any other comments. Richard Wansley from the Illinois Health Education Consortium introduced himself. Richard stated that his members feel the ICN supplies terrific service and are wholly committed to the ICN, but that as constituents, they are only partially aware of what is taking place with the transition. He reiterated the importance of finding a way to make all ICN constituents aware of the details of the transition. The lack of communication to the constituents does more harm due to hearsay than having the benefit of factual information. Richard encouraged the continuation of the ICN. Neil assured Richard that ICN constituents are still receiving world-class service. Eugene Finley asked to what extent the recent outage impacted the network. Karlin Sink responded it hadn't really been an outage, but was a slowdown of the network, impairing the performance of the network. Two circuits on the OC12 core ring failed which resulted in traffic rerouting through a single OC3 circuit that was already in need of upgrading. The network design called for this kind of alternate path, in the event of just such an occurrence, however, due to the delay in procurement of the circuit

upgrade, when the alternate route was needed it quickly became overloaded, slowing down service for a number of constituents.

Jay Carlson introduced Tony Daniels, CMS Consultant. Jay complimented the network and stated that CMS has requirements that may or may not benefit the ICN. Jay indicated that Tony is an engineer who will focus his work on the ICN and the well-established robust service provided by the ICN. Alan Burgard stated that CMS does not intend to interfere with the high quality service provide by the ICN. Mary inquired about the status of the previous CMS consultants who reviewed ICN operations. Alan reported that any mention of the ICN in the final reports were high level and recommended the need for a more detailed review. Jay informed the Committee that the ICN would work through him on requests requiring CMS approval per the Interagency Agreement. Jay's intent is to streamline the process to ensure a prompt turnaround. Jay also extended an invitation to the ICN staff to attend strategy meetings with the CMS Telecommunications staff.

Lugene Finley asked if the CMS review of the ICN would be considered as part of the statewide strategic technology plan. Alan responded that the ICN review would be considered in the strategic plan and that CMS would be issuing an RFP for a consultant to write the plan.

Mary asked about the status of the dark fiber project, indicating that both the technical staff of the ICN and the members of the AET feel that moving forward with this project is critical for the long-term future of the ICN. Alan responded that the dark fiber project has been deferred and an analysis of the project will be conducted. Neil added that the previously issues request for proposal for the project has been dormant too long. Lori commented that the firm offer time had expired and that the RFP process would need to start over, from the beginning. Jay commented that CMS consultants would be developing an overall network plan for the ICN and CMS, which may or may not include dark fiber. Neil extended to CMS the use of the Advanced Engineering Taskforce to assist with the development of a network plan. Lugene reminded the staff to consider the needs of the K-12 community.

Mary took the opportunity to stress that the origin of the ICN had been to provide Illinois education with a robust, statewide network and while it has expanded to serve other constituents, such as hospitals and even law enforcement, the bandwidth utilization of the education constituents dwarfs the needs of state agencies. She asked that the consultants focus on the needs of all constituent groups and not just those of state agencies.

Mary asked CMS if there were any plans to transition ICN staff to CMS employees. Alan responded that the personnel transfer has been deferred due to many other issues which CMS must be addressed first. He reported the current agreement between IBHE and CMS allows for BHE to continue as the fiscal agent through the end of fiscal year 2004.

#### Executive Session

Motion: Jean made the motion; Alan seconded.

Jean moved that the Policy Committee go into closed Executive Session at 2:58 p.m., Wednesday, September 17, 2003 for the purpose of discussing Illinois Century Network personnel issues pursuant to Section 2(B)(1) of the Open Meetings Act.

Motion carried.

6. Resume meeting. There were no further motions considered and the meeting adjourned.